



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Planning and Budget Facilities Management Division Room 613-U 270 Washington Street, SW Atlanta, Georgia 30334	Application Number 80-221	
Application Number		Date Received JAN 28 1980	Date Completed FEB 19 1980
2. Person to Contact Fred Branch		Working Title Director	Telephone Number 656-3891
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1975 to date		5. Records Series Title (followed by title used in office, if different) INDIVIDUAL CAPITAL PROJECT FILE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Facilities Management Division advises the Governor and State agencies on technical aspects of the management, operation and maintenance of State facilities; assists in establishing program, site and construction criteria for major capital outlay projects; advises state agencies on the architectural and engineering considerations involved in renovating and allocating space in existing facilities; and performs programmatic review of major capital outlay projects.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: reviewing and approving architectural plans for capital improvements on State and local government property. Included are: original State Department Architectural Program; Facilities Management Division comments and memo's with concerned Department; the State Departments' revised Architectural Program; analyses and correspondence leading to approval of preliminary design and final contract documents. File is arranged: alphabetically by Department.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off file at end of 2 fiscal years following year of appropriation; then retire to State Archives.

These instructions apply to all prior and future accumulations of the series.

80-221

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
Frederick Q. Branch	1/28/80	J. W. Braselton (mkt)	1/28/80												
<div style="display: flex; justify-content: space-between;"> <div> <p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td>[Signature]</td> <td>2-18-80</td> </tr> <tr> <td>Secretary of State/Designee</td> <td>Carroll Hunt</td> <td>2-15-80</td> </tr> <tr> <td>Attorney General/Designee</td> <td>Robert Shelly</td> <td>2-19-80</td> </tr> </tbody> </table> </div> </div>					State Records Committee (Signature)	Date	State Auditor/Designee	[Signature]	2-18-80	Secretary of State/Designee	Carroll Hunt	2-15-80	Attorney General/Designee	Robert Shelly	2-19-80
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